

Harding Attendance Responsibilities

Teachers	Attendance Team
<ul style="list-style-type: none"> • First point of contact for students and families. • Relationships that are built between teachers and families motivate students to attend daily. • Submit attendance by [time]. <ul style="list-style-type: none"> • Any student not present at this time should be marked absent even if they are expected to arrive late. • Update the Perfect Attendance Shared file daily to have your class recognized on morning announcements. <ul style="list-style-type: none"> • Tardies do not count against class perfect attendance. • Any time a student misses 2-3 consecutive school days: <ul style="list-style-type: none"> • Classroom teacher will contact family • Email the Attendance Team group (HAT@eriesd.org) with any updates or for requests for additional support. • Any other attendance concerns can be sent to your attendance team point person for your grade level. • K- • 1st- • 2nd- • 3rd- • 4th- • 5th- • If you receive an updated phone number, email, or address for a family, email the secretary. • Request excuses when students miss school. <ul style="list-style-type: none"> • Forward text, Parent Square post or email messages to the main office to serve as an excuse. • Take paper excuse slips out with you at dismissal to obtain a signature from a parent. • Encourage students to be in school on time, all day, every day! 	<ul style="list-style-type: none"> • One Attendance Team member for each grade level will contact families as needed. Each point person checks in with their caseload regularly and works to build relationships with students and families, identify barriers and educate parents on excuses, tardies and the truancy process. • Provide feedback to classroom teachers regarding student concerns. • Prepare and analyze attendance data weekly. • Request and conduct home visits as needed. • Submit case management referrals for attendance concerns as needed. • Send first notices and conduct SAIPs (school attendance improvement plan) meetings with families with 3+ unexcused absences. • Issue court citations and/or OCY referrals for students as needed. • Attendance recognition through tracking and coordinating earned incentives.